



CHARTER
MANUFACTURED HOUSING CONSENSUS COMMITTEE
a federal advisory committee

I. Official Designation

The Federal advisory committee renewed by this Charter is known as the Manufactured Housing Consensus Committee (hereinafter the “Committee”).

II. Authority

The authority for the establishment and management of the Committee is the National Manufactured Housing Construction and Safety Standards Act of 1974, as amended (the Act), 42 USC 5403, and the provisions of the Federal Advisory Committee Act, as amended, (FACA), 5 U.S.C. Appendix 2.

III. Objectives and Scope

The objective of the Committee is to provide advice to the Secretary, Department of Housing and Urban Development (HUD). The scope of such advice is prescribed by the Act as follows:

- (i) Provide periodic recommendations to the Secretary to adopt, revise, and interpret the Federal manufactured housing construction and safety standards.
- (ii) Provide periodic recommendations to the Secretary to adopt, revise, and interpret the procedural and enforcement regulations, including regulations specifying the permissible scope and conduct of monitoring.

IV. Duties

The duties of the Committee are solely advisory.

V. The Agency or Official to Whom the Committee Reports

The Committee shall submit advice and report to the Secretary, HUD, or the Secretary's designee.

VI. Support to Committee

Support shall be provided by HUD through the Office of Housing, Office of Manufactured Housing Programs.

VII. Estimated Annual Costs

The estimated annual operating cost of the Committee is \$456,750 which includes 3.0 FTE.

VIII. Designated Federal Officer

A full-time or permanent part-time employee, appointed in accordance with agency procedures, and one or more alternates, appointed in accordance with HUD succession policy, will serve as the Designated Federal Officer. The alternate(s) shall serve only in the event of inability of the primary designee to serve and upon authorization of the Secretary or the Secretary's designee.

The Designated Federal Officer will approve or call all of the advisory committee and subcommittee meetings, prepare and approve all meeting agendas, attend all Committee and subcommittee meetings, adjourn any meeting when the Designated Federal Officer or alternate, if an alternate is duly appointed under this Section, is acting at the time, determines adjournment to be in the public interest, and chair meetings when directed to do so by the official to whom the Committee reports.

IX. Meetings

The estimated number of meetings anticipated within a fiscal year is two (2), at intervals as needed to render advice to the Secretary.

X. Duration

Continuing

XI. Termination

Unless renewed by appropriate action prior to its expiration, this Manufactured Housing Consensus Committee Charter will terminate two years from the date this charter is filed with the United States General Services Administration, Committee Management Secretariat.

XII. Membership and Designation

The Committee shall be composed of twenty-one representative voting members appointed by the Secretary and one non-voting regular government employee member appointed by the Secretary to represent the Secretary on the Committee.

The voting members shall be drawn from the following interest categories:

Seven producers or retailers of manufactured housing

Seven persons representing consumer interests, such as consumer organizations, recognized consumer leaders, and owners who are residents of manufactured homes

Seven general interest and public official members

XIII. Subcommittees

The Secretary, or the Secretary's designee, shall have exclusive authority to create subcommittees. Subcommittees may report only to the Committee established by this Charter, and must not provide advice or work products directly to the agency.

XIV. Recordkeeping

The records of the Committee, formally and informally established subcommittees, or other subgroups of the committee, shall be handled in accordance with General Records Schedule 26, Item 2 or other approved agency records disposition schedule. These records shall be available for public inspection and copying, subject to the Freedom of Information Act, 5 U.S.C. 552.

XV. Date of Filing

August 27, 2012